Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501

Phone: 907.269.0350

ALCOHOL & MARIJUANA AMCO CONTROL OFFICE

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	The Herbal Cache LLC	**MJ License #:**	19277		
License Type:	Retail Marijuana Store				
Doing Business As:	The Herbal Cache LLC				
Premises Address:	158 Holmgren Place, Suite 101				
City:	Girdwood	**State:**	Alaska	**ZIP:**	99587

Mailing Address:	P.O. Box 822				
City:	Girdwood	**State:**	Alaska	**ZIP:**	99587

Designated Licensee:	Brent Carse		
Main Phone:	(907)764-7108	**Cell Phone:**	(907)764-7108
Email:	Ak.powder@hotmail.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

All restricted access areas will have signs clearly posted stating "Restricted Access Area. Visitors must be escorted." by each place of access to a restricted area. The Herbal Cache LLC's restricted areas include behind the retail counters, which will have a barrier gate, and the security/storage room (which will be locked at all times and only accessible with electronic key cards. Only the licencee, employee, or agent of the licensee will have access to these areas and will be required to have their identification badges visible at all times in the restricted area. All restricted access areas will have video monitoring as a required by 3 AAC 306.720. The doors with entrance and exit access to the establishment will be monitored with an alarm system.

See valkyrie Packet

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

The Herbal Cache LLC will have locked doors to the restricted access area with signs that read "Restricted access area. Visitors must be escorted". Restricted access area behind the sales counter will be blocked by a wooden gate that will have another sign that reads "Restricted access area. Visitors must be escorted". At no time will any unescorted person be allowed to access the restricted access area while not in the supervision of a employee of The Herbal Cache LLC. No visitors will be given access to the restricted access area without showing a valid form of identification showing they are 21 or older, received a visitor badge to be worn durring all times in the restricted access area, and signed in to the visitor log book which will be kept on the premise at all times.

3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

Visitors will be admitted into the restricted access areas by providing identification as required in 3 AAC 306.350 verifying they are not under the age of 21. The Licencee, Employee, or agent of the licensee will verify their identification and provide them with a visitor identification badge, and escort them at all times in the restricted access area (no more than 5 visitors at a time per authorized employee). The Herbal Cache LLC will maintain a visitor record per 3 AAC 306.755(6) to include name, date, time in and out, copy of identification and signiture of supervising employee. These logs will be retained for three years and kept on the premise for at lease 6 months, and then may be archived off premises. This log will be available for inspection upon request. Visitors will be givin instructions regarding not touching products or taking pictures unless authorized by management. Marjuana establishments delivering or picking up marijuana will be required to provide a valid marijuana handlers permit, and their marijuana estabishments identification badge and then receive a visitors pass.

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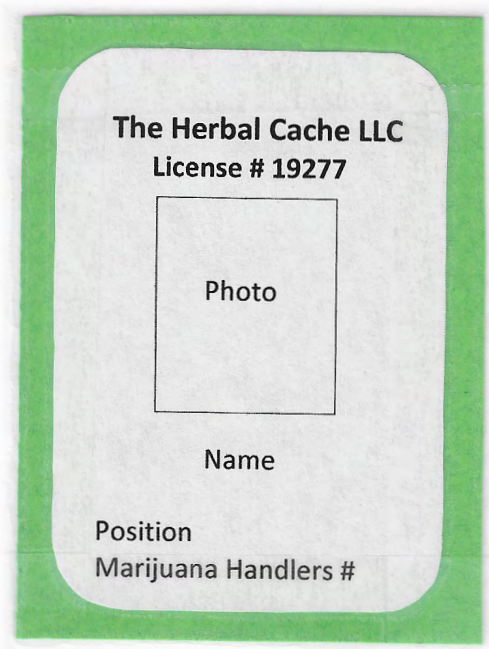
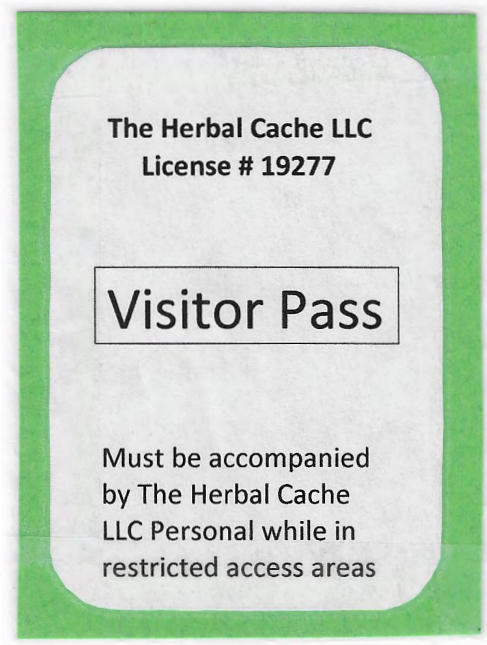
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

The exterior of the building is lit by outdoor light fixtures to provide illumination that allows the exterior video serveillance cameras to record video during periods of low light and darkness. The light will be routinely checked to make sure they are in working order. There will be two cameras (vvotek USA Inc FE8181/81V Fisheye Network Cameras on the exterior of the store which have infrared technology for night time recordings. The positioning and lighting will be evaluated in coordination with the security system monitoring agency (AlarmWATCH) and adjustments wil be made upon recommendation.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

Persuant to 3 AAC 306.715(c)(2) The Herbal Cache LLC will have a honeywell intrusion security package installed consisting of the following equiptment: a) 1-6160 keypads (located on the main entrance of the building), 1-Aurora PIR motion detector, Wave2 2-tone sounder, 467 battery, 620 jack and 621 cord and panic button will be remotely located within the licenced premises for added security; b) 1 Honeywell sensors with: Advanced ASIC-based processing, split-zone optics technology, totally silent relay operation, immune to pets up to 40lbs, tamper proof design, PIR motion sensor with an ultra-low current; c) motitoring by a third party monitoring agency 24/7. In the event of an alarm activation local law enforcement and business owner will be notified.

When The Herbal Cache is closed for business, the alarm system will be activated. Any attempt to access the premise without proper access will trigger the alarm and will notify licensee and local police authority. Along with sensors on all doors and windows, the security system will include motion detecting equiptment that will trigger the alarm if any motion over 40lb is detected while the system is on. Cameras will have a 360 degree view of the entire premise and will have infrared night vision to capture clear video even in the dark.

See addendum, page 11, for additional information.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

The Herbal Cache LLC will have a zero tolerance policy on the diversion of marijuana (3 AAC 306.715(c)(1)). The Herbal Cache LLC will use software in conjunction with METRC as tracking systems to ensure diversion does no occur. If the tracking system shows potential diversion of product, authorized personal will initiate an investigation that will involve: talking to employees on shift, assessing the last log-ins to the system and product in question, notifying the MCB and reviewing the video feed.

See addendum, page 11, for additional information.

3.7. Describe your policies and procedures for preventing loitering:

The Herbal Cache LLC staff/security will preform routine unscheduled patrols of the premise. Loiterers will be asked to leave when discovered and law enforcement will be called if loitering persists. The Herbal Cache LLC will operate under a "no loitering" policy that will limit individuals from standing or waiting without purpose on the premises persuant to 3 AAC 306.715(c)(2) durring business hours. Employees will provided training on the importance of limiting loitering and learn skills to verbally remove individuals from the premise.

See addendum, page 11, for additional information.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use. BC

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Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility. BC

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image. BC

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application. BC

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board). BC

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Cameras will be installed to provide a 360-degree coverage of the secure areas. All security will be positioned in such a manner as to get the most identifiable view of anyone within 20 feet of their line of sight at each entrence and along the exterior and interior of the "restricted access" area. Cameras will be placed at a hight to insure clear unobstructed viewing of all product and persons insuring all footage will be recorded on a maximum clear sight picture. All cameras will have recording resolution of at least 1920x1080(2mp)-2560x1920(5mp), and will have infrared technology allowing the cameras to record at clear footage at night.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

All surveillance recording equipment and original copies of surveillance records will be housed and stored in a locked attic above the store. Access is restricted to designiated employees, law enforcement, and/or AMCO. To access this area, a pole is used to pull down the attic ladder. Before accessing the attic, you must pass by at least 4 video cameras and one steel door.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; BC

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;** BC

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;** BC

d. **records related to advertising and marketing;** BC

e. **a current diagram of the licensed premises, including each restricted access area;** BC

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;** BC

g. **all records normally retained for tax purposes;** BC

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;** BC

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and** BC

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.** BC

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

The Herbal Cache LLC will utilitze seed to sale software tracking and use its point of sale system, ensuring accurate and comprehensive inventory tracking records. The business records will be maintained in a locked file cabnet on the premise. Digital archives will be maintained in a password-protected storage device.

The Herbal Cache LLC will maintain records on the premise, available upon request, for at least 6 months. Older records may be archived off premise.
Business records include:
-A current employee list with handlers card number
-The contact information of our vendors for our video serveillance and alarm systems.
-Records related to advertising and marketing
-log of visitors to restricted access areas
-Tax records
-Transportation records 3 AAC 306.750(f)

See Addendum, Page 11, for additional information

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:	Initials
5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.	BC
5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.	BC
5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.	BC

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:	Initials
6.1. Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.	BC
6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.	BC
6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.	BC

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

All employees will be required to read the included employee manual (see attached). In addition to the employee manual, employees will also be required to attend an in-house training program. This program will include making sure employees are educated on all info covered in the manual, trained on using the point of sale system, correct marijuana handling and packaging procedures, and how to receive a marijuana transfer.

AMCO Received 3/28/2019

Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. BC

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. BC

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. BC

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). BC

Answer "Yes" or "No" to each of the following questions:	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✔	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✔	

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

The Herbal Cache LLC will make sure that the package will be sealed and not in excess of five pounds for repackaging by The Herbal Cache LLC or in a sealed package not exceeding one ounce for resale without additional handling by The Herbal Cache LLC except to add the name, logo and license number. All packages will be indentified by a METRC tracking label. All packages will be sealed in a tamper-evident shipping container labeled in complience with 3 AAC 306.475. A manifest will be kept with the marijuana at all times.

See addendum, page 11, for additional information.

AMCO Received 4/1/2019

Form MJ-01: Marijuana Establishment Operating Plan

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700. BC

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. BC

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport. BC

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport. BC

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment. BC

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received. BC

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest. BC

Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

The Herbal Cache LLC intends to put up a sign on the front of the business with the business name and small logo. The sign will be approximately 10' x 3'. See attached store front photo.

License #_____

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Form MJ-01: Marijuana Establishment Operating Plan

9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

The Herbal Cache LLC plans to advertise in magazines (Alaska Leaf), newspapers (Glacier City Gazette), and social media (Instagram, Facebook). Advertising will include: the name, address, hours, types of products sold, and contact information. All advertising will include the following safety statement:
"Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding."

↑
Sample Logo

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Brent Carse

Printed name of licensee

"Official Seal"
Notary Public
M. Selvester
State of Alaska
Commission # 160725013 Exp 07/25/2020

Notary Public in and for the State of Alaska

My commission expires: 07/25/2020

Subscribed and sworn to before me this 12th day of March, 2019.

License # 19277

AMCO Received 3/28/2019

(Additional Space as Needed):

3.5
The Herbal Cache LLC shall notify the Department of Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office as soon as reasonably practical and in any case not more than 24 hours after any unauthorized access to the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises.

The licensee, all employees, and agents shall assist in any way to help law enforcement by providing detailed descriptions of person/persons and events leading up to the unauthorized breach. The licencee, employees and agents shall protect and preserve any evidence or area where the breach occurred, locking the business doors, ceasing business operations and restricting access to the area and not disturbing anything until law enforcement arrives.

3.6
If diversion has occured, management will restrict access to restricted areas and supervise all visitors and require them to remain in the building until law enforcement arrives. Consequences for diversion include notifying law enforcement, immediate termination, visitor access removal and prosecution of crimes. In addition, authorized personal will randomly check video feed for potential diversion once weekly.

3.7
If individuals are unwilling to leave the premise or continue to loiter in the general area, law enforcement will be notifyed and employee will follow the recommendations of the law enforcement. Employee will not engage in discussion with minors or individuals outside the building about The erbal Cache LLC , or promote marijuana use to individuals under the age of 21 years. The store will have a "No Loitering" sign placed by the public entrance.

4.2
Security camera video and electronic access control data archives will be stored off-site by the security provider, Valkyrie Security and Asset Protection Inc.

All security video and access data systems will be programmed with password-protection and redundant password lockout to prevent unauthorized access.

8.1
During transport, the marijuana or marijuana product must be in a sealed package or container and in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product. The sealed package may not be opened during transport. A vehicle transporting marijuana or a marijuana product must travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and may not make unnecessary stops in between except to deliver or pick up marijuana or a marijuana product at another licensed marijuana establishment.

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1150 S. Colony Way, STE #3, PMB #307
Palmer, AK. 99645
907-841-2255
907-746-2256
valkyriesap@outlook.com
www.valkyriesap.com

Security Packet
For

The Herbal Cache
Latitude 60.963373
Longitude -149.135803
158 Holmgren Place
Girdwood, Alaska 99587

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Form MJ-01: Marijuana Establishment Operating Plan

Section 2 – Security

Page 2,

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710): As part of our commitment to the security of our employees, community and overall public safety (as outlined in the Cole Memorandum, 2013), The Herbal Cache. will maintain a comprehensive security plan that will focus on ensuring the overall premises, restricted access areas as outlined in 3 AAC 306.710(a), parking areas are under video are safe and secure at all times.

Describe how you will prevent unescorted members of the public from entering restricted access areas:

Pursuant to **3AAC 306.710(c)(2)** obtain a visitor identification badge before entering the restricted access area; and

(1) Ultra-Electronics 30 MIL CR80 Access security cards will be issued to marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board. Allowing for limited access to restricted areas.

(2) Doors with entrance and exit access to property will be monitored with Honeywell Door contacts that will trip the alarm system in the event a door contact is activated. The system will be active when alarm has been armed.

a. Vivotek USA Inc FD-8169 DomeNetwork Cameras. VIVOTEK's FD-8169 is a economic professional indoor/outdoor dome network cameras in VIVTOTEK's 2MP Lite series which offer up to 15 fps at 2-Megapixel or 30 fps at 1080p resolution. Equipped with a new high resolution image sensor, different from other 2MP cameras, the FD-8169 provides sharper image quality and finer detail. And with powerful 3D Noise Reduction technology and Smart Stream technology the FD-8169 can also optimize resolution for a desired object or area to maximize efficiency of bandwidth usage.

To create the perfect focus required to reap the benefits of higher resolutions, VIVOTEK's FD-8169 provides remote focus with built-in stepping motors and P-iris for precise adjustment remotely. And for providing higher resolution in outdoor and harsh environments, VIVOTEK's FD-8169 series is also armed with IP66-rated housing to help the camera body withstand rain, dust and high pressure water jets from any direction, while its IK10-rated housing provides protection against acts of vandalism or other impacts. Additionally, a wide operating temperature range further improves the FD-8169 performance and reliability in extremely cold or warm weather, even when using PoE.

With the highly flexible VADP (VIVOTEK Application Development Platform), users can extend the features of this series by adding third-party applications for the FD-8169. Thus the FD-8169 series is not only equipped with multiple focusing methods and wide temperature range options, but ideal for a wide variety of applications.

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Key Features: • 2-Megapixel CMOS Sensor • 15 fps @ 2560x1920, 30 fps @ 1920x1080 • 3 ~ 9 mm, Vari-focal, Remote Focus, P-iris Lens (FD-8169) • Removable IR-cut Filter for Day & Night Function • Built-in IR Illuminators, Effective up to 30 Meters • Smart IR Technology to Avoid Overexposure • Smart Stream to Optimize Bandwidth Efficiency • WDR Enhancement for Unparalleled Visibility in Extremely Bright and Dark Environments • 3D Noise Reduction for Low-light Conditions • Two-way Audio • Video Rotation for Corridor View • Weather-proof IP66-rated and Vandal-proof IK10-rated Housing • Extreme Weather Support with PoE (FD-8169) • VIVOTEK VCA (Video Content Analysis) Support

Certifications: FD-8169: CE, LVD, FCC Class A, VCCI, C-Tick, UL FD-8169 -F3/-EF3: CE, LVD, FCC Class A, VCCI, C-Tick

Operating Temperatures: FD-8169 -T/-F3: Starting Temperature: -10°C ~ 50°C (14°F~ 122°F) Working Temperature: -20°C ~ 50°C (-4°F~ 122°F FD-8169 -ET/-EF3: Starting Temperature: -40°C ~ 50°C (-40°F ~ 122°F) Working Temperature: -50°C ~ 50°C (-58°F ~ 122°F)

System Requirements: Operating System Microsoft Windows 7/8/Vista/XP/2000, Web Browser Mozilla Firefox 7~10 (Streaming only) Internet Explorer 7/8/9/10/11, Other Players VLC: 1.1.11 or above Quicktime: 7 or above

Describe your processes for admitting visitors into and escorting them through restricted access areas:

(1) Ultra-Electronics 30 MIL CR80 Access security cards will be issued to marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board. Allowing for limited access to restricted areas. All other personnel will be issued a non-technological badge limiting their access to restricted access areas.

(2) Visitors will be admitted into the premises in accordance with 3 AAC 306.710(c). All visitors will be required to provide a valid photo identification as outlined by 3 AAC 306.350 to assess age and ability to enter the premises and includes; an unexpired, unaltered passport, an unexpired, unaltered drivers license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia or a province of Canada or an identification card issued by a federal or state agency authorized to issue a driver's license of identification card. If any of the documentation appears to be fraudulent, is not valid or appears suspicious, the individual will be asked to leave the premises and will not be allowed to enter the facility.

Visitors to the premises will be supervised at all times by an authorized employee and no more than five (5) visitors will be allowed per each employee at a time (3 AAC 306.710 (b). All visitors will be required to sign non-disclosure agreements, visitor agreement and will be stored in the visitor record with the following information per 3 AAC 306.755(6); name, date, time in and out, copy of identification and signature of supervising employee. Visitors will include; Marijuana Control Board staff and/or Directors, Peace Officers, Law enforcement personnel, Landlord (as applicable), contracted service personnel, vender delivery personnel, potential employees, vender/suppliers and consultants.

Visitor Agreement: Visitors will be given instructions regarding not touching plants/products or entering in any area that the supervising employee has not designated as a visiting area. Visitors will not be allowed to take pictures of the facility unless authorized by management and will sign an agreement attesting to the above information.

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Visitor passes will be provided to individuals over the age of 21 (with valid identification) accessing the building due to marijuana related business. Marijuana establishments delivering or picking up marijuana will be required to provide a valid marijuana handlers card, their marijuana establishments identification badge, will receive a visitors pass and will be escorted by authorized personnel at all times. Visitor Badge sample below:

Identification badges, visitor passes, keys and security codes are issued through the ownership or management team, are the sole property of The Herbal Cache. and can be revoked at any time due to inappropriate use. Identification badge may not be duplicated or loaned to anyone at any time.

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Page 3, Describe your recordkeeping of visitors who are escorted into restricted access areas

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:

The Herbal Cache. will ensure that each licensee, employee or agent who is required or permitted to be physically present on the licensed premises at any time per 3 AAC 306.425 and 3 AAC 306.700 will obtain a marijuana handlers card as provided in 3 AAC 306.700 before being present or employed at the [redacted] facility's licensed premises and it must be in the person's immediate possession, or a valid copy on file on the premises at all times. Applicants will have a marijuana handler's card before accepting employment and The Herbal Cache. will pay for the cost of renewal every three (3) years while the individual is employed.

During work hours employees will be required to carry an identification badge issued by The Herbal Cache. that is visible and identifies the employee by name and picture 3 AAC 306.710(c). Employees are responsible for maintaining the security of their identification badges after hours by not leaving it visible to the public (i.e. vehicles) and are responsible for notifying management immediately if their badge or Marijuana Handlers Card is lost or stolen at which point management personnel will make a note in the employees file, issue a new card with provide a new employee identification number. Identification badges will be issued the first day of employment and will be issued to full-time part-time employees. Badge sample below:

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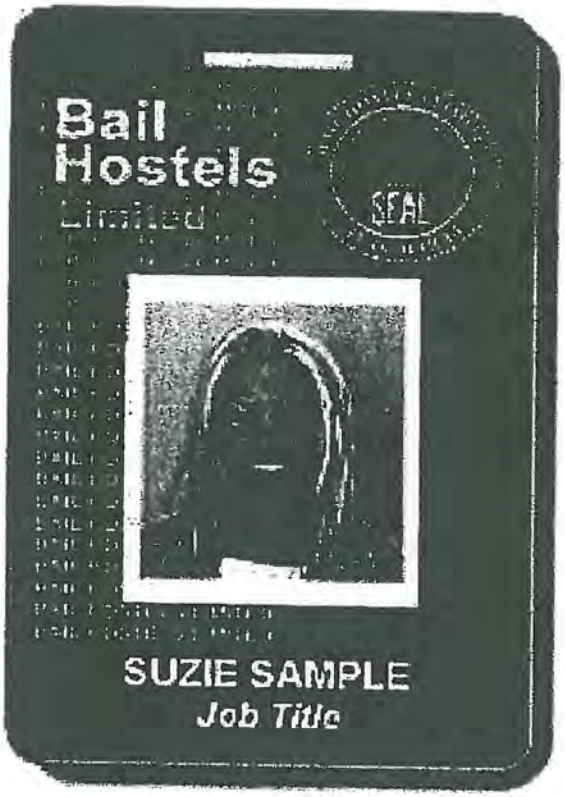

Employees that fail to display their identification badge, marijuana handlers card or other required documents to company management, enforcement officers, peace officers and the Marijuana Control Board staff or Director may be grounds for termination or face disciplinary action. The Herbal Cache. will utilize a progressive disciplinary action plan for minor incidences that do not require immediate termination. The disciplinary action plan consists of a verbal warning, written warning, corrective action or performance improvement plan and then termination if plan not followed or infractions continue to occur. Employees may be asked to show their identification badges to the above mentioned entities as well as will be used to enter restricted access areas and for identification in the case of an emergency. Employees are required to return badges on their last day of employment. Only authorized personnel and employees will have access to restricted access areas that apply directly to their work. Contracted workers (i.e. trimming services) will be required to obtain an identification badge before beginning work and must be turned in at the end of each work shift. Restricted access areas include [redacted], [redacted], security rooms, storage rooms, [redacted] and point of sales and any others required. Only five (5) visitor passes will be issued at a time per employee and all visitors will be supervised at all times by the employee.

In order to further security for the premises and ensure we are abiding by strict security standards, only authorized employees (i.e. management, etc.) will have access to security system information including entrance keys and codes to arm and disarm the security system. Authorized employees will be provided entrance keys that state "do not duplicate", individual panic buttons and will be kept in a responsible and secure manner at all times within their possession. Security codes for entrance and arming/disarming the system will be unique to each employee ensuring that the identity of the person arming and disarming the alarm system is logged and tracked. Only authorized employees will have access to the locked and secure storage of the security equipment including video surveillance feeds, safe and secure business documents as per 3 AAC 306.720(d). All areas stated will have video surveillance feed in order to ensure higher security standards.

Received by AMCO 11.27.18

Page 4,

Security Alarm Systems and Lock Standards (3 AAC 306.715):

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

(1) Pursuant to 3 AAC 306.715(c)(2) a security alarm system on all exterior doors and windows; and The Licensed Facility will have

a. Honeywell Intrusion security package installed consisting of the following equipment:1-6160 Keypads (located in main entrance to the building), 1-Aurora PIR motion detectors, Wave2 2-Tone Sounder, 467 Battery, 620 Jack and 621 Cord and Panic buttons will be remotely located within the licensed premises for added security.

b. 1 Honeywell sensors with: Advanced ASIC-based processing, Split-zone optics technology, Totally silent relay operation, Immune to pets up to 40 lbs, Tamper proof design, PIR motion sensor with an Ultra-low current.

c. Security system will be monitored by a third party monitoring agency 24/7. In the event of an alarm activation local law enforcement and the business owner will be notified.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

(1) The alarm system will be monitored by a third party agency. AlarmWATCH certifications include IQ Certified Central Station (One of first in nation), UL Certified Facility, UL Certified Operators, SIA Certified Operators., SIA Central Station Trained Instructors, APCO Certified Operators and - FARA and Federal UL 2050. Supporting Alarm Communications and Interactive Service from Every Major Manufacturer The list includes Connect 24, C24 Interactive, AlarmNET, AES, Uplink, DMP Internet, Tellular, Alarm.com. Based in Maryland with monitoring centers nationwide that are staffed 24 hours a day, 7 days a week. During non-business hours monitoring of all devices (Motion Detectors, door contacts and GE Glass break detectors) within the system will be active and monitored. In the event of a security breach of the licensed premises an exterior as well as interior sounder will be activated immediately, an alarm signal will be received by the monitoring center who will notify security, local law enforcement and the licensee.

Page 5,

Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

Owners, employees, visitors and other individuals will be held to a zero tolerance policy on the diversion of marijuana (3 AAC 306.715(c)(1)). The electronic tracking system will be used to ensure diversion of marijuana does not occur throughout the normal processes of the [redacted] facility. Marijuana will be entered into the system and tracked throughout the cultivation, packaging, testing, disposal and selling process. If the tracking system shows potential diversion of product authorized personnel will initiate an investigation that will include; talking to employees on shift, assessing last log in's to the system and product in question, notifying the Marijuana Control Board and reviewing video feed.

In addition to the above, authorized personnel will randomly check video feed for potential diversion (1x per week), will supervise all visitors and require them to remain in the building until law enforcement arrives if diversion is suspected, restrict access to restricted areas where marijuana or cash are present as

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well as will provide information pertaining to the consequences of breaking the policy. Consequences include notifying law enforcement, immediate termination, visitor access removal and prosecution of crimes.

Describe your policies and procedures for preventing loitering:

(1) Security and staff will perform routine but unscheduled patrols. Loiterers will be asked to leave when discovered and law enforcement will be called if continued loitering persists.

(2) The Herbal Cache. will operate under a "no loitering" policy that will limit individuals from standing or waiting without purpose on the premises as accordingly under 3 AAC 306.715(c)(2). During business hours employees will be provided training on the importance of limiting loitering and learn skills to verbally remove individuals from the premises. If individuals are unwilling to leave the premises or continue to loiter in the general area, law enforcement/peace officers will be notified and employees will follow the recommendations of law enforcement.

Employees will not engage in discussions with minors or other individuals outside the building about the marijuana establishment, around the establishment or to promote marijuana use to individuals under the age of 21 years. Employees will conduct random perimeter checks in order to address loitering issues in a timely manner. The exterior building will have "No Loitering" signs placed on the front of the building as well as on the front fence of the side yard. Loitering will be defined as; to stand or wait around idly or without apparent purpose.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

(1) Motion detectors are utilized for afterhours monitoring of the licensed premises.

(2) Duress and panic switches are easily accessible to facilitate a response by public safety and security in an efficient manner and will be utilized by licensee, employees and agents during business hours. These devices are silent alarms and will be activated in the event of a security breach in progress such as robbery, or in the event of an assault on the premises.

(3) All key pads will be programmed with a silent medical and fire duress option to alert medical personnel or fire fighters in the event of a medical emergency or fire.

(4) Any use of the duress or panic buttons will notify the monitoring center by silent alarm, giving the appropriate agency information that a security breach is in progress and to use extreme caution when approaching.

Page 6,

Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

(1) The licensee, all employees and agents shall assist in any way to help law enforcement by providing detailed descriptions of person/persons and events leading up to the breach in security. The licensee, employees and agents shall protect and preserve any evidence or area where the breach occurred, restricting access to the area and not disturbing anything until law enforcement arrives.

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Page 7,

Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:
Security cameras will consist of Vivotek USA Inc FD-8169 Dome Network Cameras. VIVOTEK FD-8169 is an easy-to-use fixed dome network camera specifically designed for indoor security applications with a compact, stylish exterior. Equipped with a 2MP sensor enabling viewing resolution of 1920x1080 at a smooth 30 fps, the FD-8169 is an all-in-one camera capable of capturing high quality and high resolution video up to 2 Megapixel. In order to adapt to constantly changing lighting conditions, the FD-8169 features a removable IR-cut filter as well as improved IR illuminators effective up to 15M for superior image quality around the clock. Featuring 3D Noise Reduction Technology, it enables the FD-8169 to capture clear, polished video under low-light conditions, which also helps to reduce bandwidth from sensor noise. The FD-8169 supports the industry-standard H.264 compression technology, drastically reducing file sizes and conserving valuable network bandwidth. With H.264, and MJPEG compatibility both included, multiple streams can be simultaneously transmitted in any of these formats at different resolutions, frame rates, and image qualities for versatile platforms. Thereby it further optimizes bandwidth and storage efficiency. Incorporating a number of advanced features standard for VIVOTEK cameras, including tamper detection, 802.3af compliant PoE, MicroSD/SDHC/SDXC card slot, and VIVOTEK's 32-channel recording software, the FD-8169 is the ideal solution for your indoor surveillance needs.

Vivotek USA Inc FE8181/81V Fisheye Network Cameras will be installed to insure 360-degree coverage of the secure areas. Vivotek USA Inc FE8181/81V Fisheye Network Camera. All security cameras will be positioned in such a manner as to get the most identifiable view of anyone within 20 feet of their line of sight at each entrance and along the exterior and interior of each Restricted Access Area. Cameras will be placed at a height of 12 feet to insure unobstructed viewing of all product, plants and persons insuring all are captured on a maximum clear sight picture. All cameras will have a recording resolution of at least 1920x1080(2mp)-2560x1920 (5mp), and will have the ability to see at night using infrared technology for night time recordings

Describe the locked and secure area where video surveillance recording equipment and records will be housed and stored and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the board:

(1) Pursuant to **3AAC 306.720(b)** Surveillance recording equipment and video surveillance records must be housed in a locked and secure area or in a lock box, cabinet, closet or other secure area that is accessible only to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board. A marijuana establishment may use an offsite monitoring service and offsite storage of video surveillance records as long as security requirements at the offsite facility are at least as strict as onsite security requirements as described in this section

a. The security room, housing all supporting security and camera equipment, will be locked by Access control and Hess electric strikes to insure the integrity of all security supported hardware for the licensed facility.

i. The single entry point will have Access control supported with LED (green-yellow-red) and buzzer options, with temperatures ratings of -23.8°F (-31°C) to 145.4°F (63°C) Certification and Standards of FCC Certification, RSS-210, UL294 and CE Mark Voltage rage of 5 V DC to 16 V DC with Maximum Input current 50 mAh that part of a Honeywell NetAXS-123 Access Control System with Certification and standards of CE and FCC.

ii. Within the Security room, there will be a Vivotek USA Inc FE818/81V Fisheye Network Camera. VIVOTEK FE8181/81V are the latest fisheye fixed dome network cameras from VIVOTEK, featuring a detailed 5-Megapixel resolution sensor with superb image quality.

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Equipped with a fisheye lens for 180° panoramic view (wall mount) or 360° surround view (ceiling/floor/table mount) without blind spots, the cameras are able to provide coverage of wide, open areas, such as airports, shopping malls, parking lots, retail stores, offices and more.

The FE8181/81V, true day/night cameras, feature a removable IR-cut filter, maintaining clear images 24 hours a day, with built-in IR LEDs enabling the camera to provide uniformly 360° surround illumination for clear viewing up to 10 meters, even in completely dark environments.

Key Features • 5-Megapixel CMOS Sensor • 30 fps @ 1080p Full HD • 1.5 mm Fisheye Lens for 180° Panoramic View and 360° Surround View • Removable IR-cut Filter for Day & Night Function • EN50155 Compliance for Professional Mobile Surveillance (FE8181V) • Real-time H.264, MPEG-4, and MJPEG Compression (Triple Codec) • WDR Enhancement for Unparalleled Visibility in Extremely Bright and Dark Environments • Vandal-proof IK10-rated and Weather-proof IP66-rated Housing (FE8181V) • ePTZ for Data Efficiency • Built-in 802.3at Compliant PoE • Built-in MicroSD/SDHC/SDXC Card Slot for On-board Storage • Pixel Calculator for Image Clarity Measurement • Support Local Dewarping. Certification include CE, LVD, FCC Class A (FE8181V), FCC Class B (FE8181), VCCI, C-Tick, UL, EN50155(FE8181V).

Operating temperatures Starting Temperature: -25°C ~ 50°C (-13°F ~ 122°F) Working Temperature: -40°C ~ 50°C (-40°F ~ 122°F)

System requirements: Operating System Microsoft Windows 7/Vista/XP/2000, Web Browser Mozilla Firefox 7~10 (streaming only) Internet Explorer 7.x ,8.x, 9.x, 10.x and Other Players VLC: 1.1.11 or above Quicktime: 7 or above. Live viewing for up to 10 clients.

iii. Outside the security room entrance point will be a Vivotek USA, Inc FD-8169 Dome Network Camera. VIVOTEK FD-8169 is a best-in-class, dome-style network camera designed for diverse indoor/outdoor applications. Equipped with a 2MP sensor enabling viewing resolution of 1920x1080 at a smooth 30 fps, the FD-8169 is an all-in-one indoor/outdoor camera capable of capturing high quality and high resolution video up to 2 Megapixel.

In order to adapt to constantly changing outdoor lighting conditions, the FD-8169 features a removable IR-cut filter as well as IR illuminators effective up to 25M for superior image quality around the clock. For protection against harsh outdoor environments, the camera is encased in an IP66-rated housing and weather-proof casing to withstand rain and dust. The FD-8169 further strengthens the robustness of the camera by protecting the cable within the bracket.

The FD-8169 supports the industry-standard H.264 compression technology, drastically reducing file sizes and conserving valuable network bandwidth. With H.264 & MJPEG compatibility all included, multiple streams can be simultaneously transmitted in any of these formats at different resolutions, frame rates, and image qualities for versatile platforms. The streams can also be individually configured to meet different needs or bandwidth constraints, thereby further optimizing bandwidth and storage.

Incorporating a number of advanced features standard for VIVOTEK cameras, including tamper detection, 802.3af compliant PoE, MicroSD/SDHC/SDXC card slot, and VIVOTEK's 32-channel recording software, the FD-8169 is the ideal solution for your outdoor surveillance needs.

Key Features •2-Megapixel CMOS Sensor • 30 fps @ 1920x1080 • Real-time H.264, MJPEG Compression (Dual Codec) • Removable IR-cut Filter for Day & Night Function • Built-in IR Illuminators, Effective up to 25 Meters • Built-in 802.3af Compliant PoE • Build-in MicroSD/SDHC/SDXC card slot for On-board Storage • Supports ONVIF Standard to Simplify Integration and Enhance Interoperability • Weather-proof IP66-rated

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Housing • Mounting Bracket with Cable Management for Protected Installation • 3D Noise Reduction • Smart IR Technology to Avoid Overexposure
Certifications: CE, LVD, FCC Class A, VCCI, C-Tick
Operating Temperatures: Starting Temperature: 0°C ~ 50°C Working Temperature: -10°C ~ 50°C
System Requirements: Operating System Microsoft Windows 7/Vista/XP/2000, Web Browser Mozilla Firefox 7~10 (streaming only) Internet Explorer 7/8/9, Other Players VLC: 1.1.11 or above QuickTime: 7 or above

Page 9,

A marijuana establishment is required to exercise due diligence in preserving and maintained all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

[redacted])

(1) Valkyrie Security and Asset Protection Inc.'s electronic video storage is password protected to prevent any alterations. The security system will generate a daily open/close report by user. The access control system will generate a report of authorized or unauthorized access users attempting to enter a restricted access area. All systems are programmed with redundant password lockout protection. The security room housing all supporting security and camera equipment will be insulated and temperature controlled to insure the integrity of all security supported hardware for the licensed facility.

[redacted]

Received by AMCO 11.27.18

Page 18,

Section 8 – Minor Control Plan

Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

(1) Visitors must present a valid I.D prior to entering the licensed premises. (ie. State Drivers License, State issued I.D. Card, Governments I.D. card or passport). All valid IDs must be unaltered, no other documents will be considered valid.

(2) Any person without valid identification will not be allowed within the licensed premises or any Restricted Access Areas.

Form MJ-02: Premises Diagram

Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances, walls, partitions, counters, windows, areas of ingress and egress, restricted access areas, and storage areas. Include dimensions in your drawing. Use additional copies of this form or attached additional documents as needed.

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WELCOME TO

THE
HERBAL CACHE!

EMPLOYEE MANUAL

As an employee of The Herbal Cache, we want to first welcome you to our exciting business. As you are aware, we are engaged in a highly regulated business. The main purpose of this manual is to highlight those rules and regulations which may affect your daily work schedule. Although we are attempting to be all inclusive of any information you may need, this industry is in a constant state of change. Thus, it is of utmost importance that you feel comfortable in asking questions. We all are in a constant learning curve and together, we can make this business a compliant, safe and fun place to work. Any suggestions and/or questions will always be considered and appreciated.

As you review this manual, please remember the main objectives of The Herbal Cache. These include:

-Compliance

In order to stay licensed and open, full compliance with all state and municipal regulations and codes must be strictly followed. We have no choice but to maintain a zero tolerance policy in the violations of these rules. Therefore, if you have **any** questions, please get guidance and/or permission from Brent prior to any action. Again, questions are welcome and encouraged.

-Safety

As much as we believe in the cannabis industry, no amount of weed is worth your physical safety and well being. Along with the safety measures we have taken (and required), following our safety rules will hopefully avoid any dangers you may face in your daily duties.

COMPLIANCE

The current set of regulations can be found on the Marijuana Control Board website, found at https://www.commerce.alaska.gov/web/Portals/9/pub/MCB/StatutesAndRegulations/3AAC306.pdf. A printed, current version of the state regulations will be available at all times on The Herbal Cache's premises. (located in the storage/office restricted access area.). While it is our desire to set out those regulations that you must know to perform your job, we encourage all employees to review and familiarize yourself with all the state regulations pertinent to this industry.

3AAC 306.005 License Required

A marijuana establishment may not operate in the state unless it has obtained the applicable marijuana establishment license from the board. The board will issue the following marijuana establishment licenses under this chapter:

(1) a retail marijuana store license, granting authority for activities allowed under AS 17.38.070(a), and subject to the provisions of 3 AAC 306.300 - 3 AAC 306.360 and 3 AAC 306.700 - 3 AAC 306.755;

Again, we will set forth all applicable requirements below, but we encourage you to review the current regulations and statutes as referenced above.

3AAC 306.305 Retail marijuana store privileges.

(a) A licensed retail marijuana store is authorized to

(1) sell marijuana purchased from a licensed marijuana cultivation facility, packaged and labeled as required under 3 AAC 306.345, 3 AAC 306.470, and 3 AAC 306.475 in an amount not exceeding the limit set out in 3 AAC 306.355, to an individual on the

licensed premises for consumption off the licensed premises;

(2) sell a marijuana product purchased from a licensed marijuana product manufacturing facility, packaged and labeled as required under 3 AAC 306.345, 3 AAC 306.565, and 3 AAC 306.570, in a quantity not exceeding the limit set out in 3 AAC 306.355, to an individual on the licensed premises for consumption off the licensed premises:

(3) store marijuana and marijuana products on the licensed premises in a manner consistent with 3 AAC 306.710 - 3 AAC 306.720;

(4) with prior approval of the board, permit consumption of marijuana or a marijuana product purchased on the licensed premises, in a designated area on the licensed premises.

(b) This section docs not prohibit a licensed retail marijuana store from refusing to sell marijuana or a marijuana product to a consumer.

State regulations prohibit the sale of over one ounce of marijuana in a single transaction as set forth below. Our POS system will alert the cashier if such a transaction is attempted but all bud tenders should keep this in mind as they are helping a customer with their selections.

As a bud tender, you are a bartender for cannabis and should refuse service to anyone you believe to be under the influence of an alcoholic beverage, inhalant or controlled substance.

3 AAC 306.310. Acts prohibited at retail marijuana store.

(a) A licensed retail marijuana store may not sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver, marijuana or a marijuana product

(1) to a person under 21 years of age;

(2) to a person that is under the influence of an alcoholic beverage, inhalant, or controlled substance;

(3) that is not labeled and packaged as required in 3 AAC 306.345 and (A) 3 AAC 306.470 and 3 AAC 306.475; or (B) 3 AAC 306.565 and 3 AAC 306.570;

(4) in a quantity exceeding the limit set out in 3 AAC 306.355;

(5) over the Internet; A licensed retail marijuana store may only sell marijuana or a marijuana product to a consumer who is physically present on the Licensed premises;

(6) after the expiration date shown on the label of the marijuana or marijuana product.

(b) A licensed retail marijuana store may not

(1) conduct business on or allow a consumer to access the retail marijuana store's licensed premises between the hours of 5:00 a.m. and 8:00 a.m. each day;

(2) allow a person to consume marijuana or a marijuana product on the retail marijuana store's licensed premises, except as provided in 3 AAC 306.305(a)(4);

(3) offer or deliver to a consumer, as a marketing promotion or for any other reason,

(A) free marijuana or marijuana product, including a sample; or
(B) alcoholic beverages, free or for compensation.

At this time, we are not licensed for on-site consumption so that conduct is strictly prohibited. Please advise each customer at the time they check out, that public consumption is against Alaska state law. That includes the park behind The Herbal Cache, as well as any federal or state park.

One of your primary jobs is to insure that anyone who comes in the store, or makes any purchase, is over the age of 21. Violation of this requirement will result in immediate termination.

You are prohibited from giving free marijuana or marijuana product to anyone in the store. This includes your own personal stash.

3AAC 306.320 Marijuana handler permit required.

A retail marijuana store shall ensure that

(1) each licensee, employee, or agent who is required or permitted to be physically present on the licensed premises at any time obtains a marijuana handler permit as provided in 3 AAC 306. 700 before being licensed or employed at a retail marijuana store; and

(2) each licensee, employee, or agent has that person's marijuana handler permit card in that person's immediate possession, or a valid copy on file on the premises, at all times when on the licensed premises of the retail marijuana store.

A Herbal Cache lanyard will be provided to every employee to provide immediate possession of their marijuana handler's card, (valid for three years), and the electronic key to the restricted access area. Please use/wear this lanyard during your work hours. A copy of your permit will be kept on file in the office/storage room.

3AAC 306.325 Access Restricted at retail marijuana stores

(a) A person under 21 years of age may not enter a retail marijuana store.

(b) Each entry to a retail marijuana store must be posted with a sign that says "No one under 21 years of age allowed. "The sign must be not less than 12 inches long and 12 inches wide, with letters at least one-half inch in height in high contrast to the background of the sign.

(c) An area of a retail marijuana store's licensed premises where marijuana or any marijuana product is stocked for sale or dispensed for sale is a restricted access area. The retail marijuana store must post signs, require identification, and escort visitors in compliance with 3 AAC 306.710.

The restricted access area of The Herbal Cache includes anywhere behind the display cabinets and the storage/office room. There should be no reason to allow any person, without the prior knowledge and consent of Brent, into these areas. Identification is required and Information of anyone entering must be registered on a log and the visitor must wear a visitor badge and be escorted. So, we maintain a strict rule that nobody is to enter restricted access area. This includes the bathroom in the shop. Anyone requesting the use of a bathroom should be directed to the bathrooms located in the Laundramall.

3 AAC 306.330. **Marijuana inventory tracking system**.

(a) A retail marijuana store shall use a marijuana inventory tracking system as provided in 3 AAC 306.730 to ensure all marijuana and marijuana product in the retail marijuana store's possession is identified and tracked from the time the retail marijuana store receives any batch of marijuana or lot of marijuana product through the sale, transfer to another licensed marijuana establishment, or disposal of the batch of marijuana or lot of marijuana product.

(b) When marijuana from a marijuana cultivation facility or marijuana

product from a marijuana product manufacturing facility is delivered or transported to the licensed premises of a retail marijuana store, the retail marijuana store shall immediately enter identification information for that batch of marijuana or lot of marijuana product into the retail marijuana store's marijuana inventory tracking system.

A retail marijuana store may not accept marijuana or a marijuana product that does not have a valid transport manifest generated from the marijuana inventory tracking system of the marijuana establishment that originated the delivery.

(c) A retail marijuana store shall reconcile each transaction from the retail marijuana store's point-of-sale system and current inventory to its marijuana inventory tracking system at the close of business each day.

(d) A retail marijuana store shall account for any variance in the quantity of marijuana or marijuana product the retail marijuana store received. and the quantity it sold, transferred, or disposed of.

We are operating with the state required METRC system. All employees will be trained under this system. Please ask for any help navigating this system. All information entered into this system is immediately accessible by the State of Alaska, so we want to avoid any errors. Brent will ensure all marijuana received on the premises is entered into the METRC system and will supervise the destruction of any required marijuana or its' transfer to another licensed establishment. We are currently using Flowhub as our POS system which is integrated with METRC so that all sales transactions are automatically recorded in the system and available to the State. If any variance is discovered, Brent should be notified immediately.

3 AAC 306.345. Packaging and labeling.

(a) A retail marijuana store shall assure that

(1) marijuana sold on its licensed premises shall assure that

(1) marijuana sold on its licensed premises is packaged and labeled in compliance with 3 AAC 306.470 and 3 AAC 306.475;

(2) any marijuana product sold on its licensed premises is packaged and labeled in compliance with 3 AAC 306.565 and 3 AAC 306.570; and

(3) marijuana or a marijuana product sold is packaged in opaque, resealable, child-resistant packaging when the purchaser leaves the retail section of the licensed premises; the packaging must be designed or constructed to be significantly difficult for children under five years of age to open, but not normally difficult for adults to use properly.

(b) In addition to labeling requirements provided in (a) of this section, a retail marijuana store shall affix a label to each package of marijuana or marijuana product that

(1) identifies the retail marijuana store selling the marijuana product by name or distinctive logo and marijuana establishment license number;

(2) states the total estimated amount of THC in the labeled product; and

(3) contains each of the following statements:

(A) "Marijuana has intoxicating effects and may be habit forming and addictive.";
(B) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence.";
(C) "There are health risks associated with consumption of marijuana.";
(D) "For use only by adults twenty-one and older. Keep out of the reach of children."; (E) "Marijuana should not be used by women who are pregnant or breast feeding.".

We will be providing the required labeling on all marijuana. Please

make sure the label is on the package and that all products purchased are placed in the opaque, resealable, child-resistant package (unless the packaged product already is in the required packaging) before handing the purchase over to the customer at the time of the sale.

3 AAC 306.320. Marijuana handler permit required

. A retail marijuana store shall ensure that (1) each licensee, employee, or agent who is required or permitted to be physically present on the licensed premises at any time obtains a marijuana handler permit as provided in 3 AAC 306. 700 before being licensed or employed at a retail marijuana store; and (2) each licensee, employee, or agent has that person's marijuana handler permit card in that person's immediate possession, or a valid copy on file on the premises, at all times when on the licensed premises of the retail marijuana store.

As previously discussed, every employee must have a current marijuana handler permit. Please wear on your lanyard with the key to the restricted access area during work hours and make sure a copy is on file in the office.

3 AAC 306.325. Access restricted at retail marijuana store.

(a) A person under 21 years of age may not enter a retail marijuana store. (b) Each entry to a retail marijuana store must be posted with a sign that says, "No one under 21 years of age allowed." The sign must be not less than 12 inches long and 12 inches wide, with letters at least one-half inch in height in high contrast to the background of the sign. (c) An area of a retail marijuana store's licensed premises where marijuana or any marijuana product is stocked for sale or dispensed for sale is a restricted access area. The retail marijuana store must post signs, require identification, and escort visitors in compliance with 3 AAC 306.710.

The swinging gate by the register will be the entrance to the restricted access area and has the required sign. No one other than employees are permitted behind or beyond this area without the knowledge or permission of Brent.

AAC 306.330. Marijuana inventory tracking system.

(a) A retail marijuana store shall use a marijuana inventory tracking system as provided in 3 AAC 306.730 to ensure all marijuana and marijuana product in the retail marijuana store's possession is identified and tracked from the time the retail marijuana store receives any batch of marijuana or lot of marijuana product through the sale, transfer to another licensed marijuana establishment, or disposal of the batch of marijuana or lot of marijuana product.

(b) When marijuana from a marijuana cultivation facility or marijuana product from a marijuana product manufacturing facility is delivered or trans ported to the licensed premises of a retail marijuana store, the retail marijuana store shall immediately enter identification information for that batch of marijuana or lot of marijuana product into the retail marijuana store's marijuana inventory tracking system.
A retail marijuana store may not accept marijuana or a marijuana product that does not have a valid transport manifest generated from the marijuana inventory tracking system of the marijuana establishment that originated the delivery.

(c) A retail marijuana store shall reconcile each transaction from the retail marijuana store's point-of-sale system and current inventory to its marijuana inventory tracking system at the close of business each day.

(d) A retail marijuana store shall account for any variance in the quantity of marijuana or marijuana product the retail marijuana store received. and the quantity it sold, transferred, or disposed of.

The State of Alaska uses the METRC inventory tracking system. Our POS system., Flowhub, is tied to METRC so should alert you, and not allow you, to make a sale transaction that is in violation of the state regulations, such as a purchase over one ounce. Each employee will be trained in both the Flowhub and METRC system. Brent will be responsible for all transport manifests and entering all batch or lot of all marijuana product into the system as well as any transfer or disposal of any marijuana. Our POS system will be used to reconcile each transaction into METRC at the close of business each day.

3 AAC 306.335. Health and safety requirements.

A retail marijuana store shall comply with each applicable health and safety requirement set out in 3 AAC 306.735.

3 AAC 306. 735. Health and safety standards.

(a) A marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.

(b) A marijuana establishment shall take all reasonable measures and precautions to ensure that

(1) any person who has an illness, an open sore or infected wound, or other potential source of infection does not come in contact with marijuana or a marijuana product while the illness or source of infection persists;

(2) the licensed premises have

(A) adequate and readily accessible toilet facilities that are maintained in good repair and sanitary condition; and

(B) convenient hand washing facilities with running water at a suitable temperature; the marijuana establishment shall require

employees to wash or sanitize their hands, and shall provide effective hand-cleaning, sanitizing preparations, and drying devices;

(3) each person working in direct contact with marijuana or a marijuana product conforms to good hygienic practices while on duty, including

(A) maintaining adequate personal cleanliness; and

(B) washing hands thoroughly in an adequate hand-washing area before starting work, after using toilet facilities, and at any other time when the person's hands may have become soiled or contaminated;

(4) litter, waste, and rubbish are properly removed; the waste disposal equipment must be maintained and adequate to

(A) avoid contaminating any area where marijuana or any marijuana product is stored, displayed, or sold; and

(B) prevent causing odors or attracting pests;

(5) floors, walls, and ceilings are constructed to allow adequate cleaning, and are kept clean and in good repair;

(6) adequate lighting is installed in any area where marijuana or a marijuana product is stored, displayed, or sold, and where any equipment or utensil is cleaned;

(7) screening or other protection adequately protects against the entry of pests;

(8) each building, fixture, and other facility is maintained in sanitary condition;

(9) each toxic cleaning compound, sanitizing agent, and pesticide chemical is identified and stored in a safe manner to protect against contamination of marijuana or a marijuana product and in compliance with any applicable local, state, or federal law;

(10) adequate sanitation principles are used in receiving, inspecting, transporting, and storing marijuana or a marijuana product; and

(11) marijuana or a marijuana product is held in a manner that prevents the growth of bacteria, microbes, or other undesirable microorganisms.

(c) A marijuana establishment shall ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. In this subsection, "stored improperly" means being exposed to extremes in temperature, humidity, smoke, fumes, pressure, or radiation due to a natural disaster, fire, accident, or equipment failure.

(d) If a marijuana establishment does not have reliable information about the age or storage conditions of marijuana or a marijuana product in its possession, the marijuana establishment may salvage

the marijuana only if

(1) a licensed marijuana testing facility determines from quality assurance testing that the marijuana or marijuana product meets all applicable standards of moisture, potency, and contaminants;

(2) inspection of the premises where a disaster or accident occurred shows that the marijuana or marijuana product stored there was not adversely affected by the disaster or accident; and

(3) the marijuana establishment maintains a record of the salvaged marijuana or marijuana product in its marijuana inventory tracking system, including the name, lot number, and final disposition.

We were required to put in the nice hand washing sink behind the counter, so please use it.

Bud gloves and tongs will be provided for bud-tenders and for all handling of any marijuana or marijuana products.

There is a locked cabinet in the storage room to store any product beyond its' shelf life until disposal. Brent will be responsible for all disposal or destruction of any marijuana.

3 AAC 306.345. Packaging and labeling.

(a) A retail marijuana store shall assure that

(1) marijuana sold on its licensed premises is packaged and labeled in compliance with 3 AAC 306.470 and 3 AAC 306.475;

(2) any marijuana product sold on its licensed premises is packaged and labeled in compliance with 3 AAC 306.565 and 3 AAC 306.570; and

(3) marijuana or a marijuana product sold is packaged in opaque, resealable, child-resistant packaging when the purchaser leaves the retail section of the licensed premises; the packaging must be designed or constructed to be significantly difficult for children under five years of age to open, but not normally difficult for adults to use properly.

(b) In addition to labeling requirements provided in (a) of this section, a retail marijuana store shall affix a label to each package of marijuana or marijuana product that

(1) identifies the retail marijuana store selling the marijuana product by name or distinctive logo and marijuana establishment license number;

(2) states the total estimated amount of THC in the labeled product; and

(3) contains each of the following statements:

(A) "Marijuana has intoxicating effects and may be habit forming and addictive.";

(B) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence.";

(C) "There are health risks associated with consumption of marijuana.";

(D) "For use only by adults twenty-one and older. Keep out of the reach of children.";

(E) "Marijuana should not be used by women who are pregnant or breast feeding.".

Although Brent will be responsible for insuring all marijuana has the proper packaging and labeling, please let us know immediately if you see any package without a label. An unlabeled package can not be sold to a customer. Also, there is a stock card by the POS station that has been provided by the state which contains the proper warnings. Please give one to each customer at the time of their transaction.

3 AAC 306 350~ Identification requirement to prevent sale to person under 21.

(a) A retail marijuana store shall refuse ~ to sell marijuana or a marijuana product to a person who does not produce a form of valid photographic identification showing that person is 21 years of age or older.

(b) A valid form of photographic identification includes

(1) an unexpired, unaltered passport;
(2) an unexpired, unaltered driver's license, instruction permit, or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada;
(3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card.

Regardless of how old you know a customer to be, you MUST require production of one of the acceptable forms of unexpired photo identification as set forth above. Sorry, but zero toleration for violation of this regulation.

3 AAC 306.355. Limit on quantity sold.

A retail marijuana store may not sell in a single transaction

(1) more than one ounce of usable marijuana;
(2) more than seven grams of marijuana concentrate for inhalation, or
(3) marijuana or marijuana products if the total amount of marijuana, marijuana products, or both marijuana and marijuana products sold contains more than 5,600 milligrams of THC.

Our POS system will not allow you to check out a customer who is attempting to purchase marijuana over the limits set forth above. Please notify Brent immediately should you find any discrepancy.

3 AAC 306.710. Restricted access areas.

(a) A marijuana establishment shall restrict access to any part of the licensed premises where marijuana or a marijuana product is grown, processed, tested, stored, or stocked.

(b) Except as provided in 3 AAC 306.325 for a retail marijuana store, each entrance to a restricted access area must be marked by a sign

that says "Restricted access area. Visitors must be escorted." A marijuana establishment shall limit the number of visitors to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.

(c) In a restricted access· area, a licensee, employee, or agent of the marijuana establishment shall wear a current identification badge bearing the person's photograph. A person under 21 years of age may not enter a restricted access area. Any visitor to the restricted access area must

(1) show identification as required in 3 AAC 306.350 to prove that person is 21 years of age or older;

(2) obtain a visitor identification badge before entering the restricted access area; and

(3) be escorted at all times by a licensee, employee, or agent of the marijuana establishment.

As you can see, entry by a non-employee into the restricted access area is very restrictive. Thus, our policy is there is no reason for anyone to enter into the restrictive area without the prior knowledge and consent of Brent.

3 AAC 306. 715. Security alarm systems and lock standards.

(a) Each licensee, employee, or agent of a marijuana establishment shall display an identification badge issued by the marijuana establishment at all times when on the marijuana establishment's licensed premises.

(b) The licensed premises of a marijuana establishment must have

(1) exterior lighting to facilitate surveillance; 1192 3 AAC 306. 720 COMMERCE, COMMUNITY, AND EE. DEV. 3 AAC 306. 720

(2) a security alarm system on all exterior doors and windows; and

(3) continuous video monitoring as provided in 3 AAC 306. 720.

(c) A marijuana establishment shall have policies and procedures that (

1) are designed to prevent diversion of marijuana or marijuana product;

(2) prevent loitering;

(3) describe the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of licensed premises; and

(4) describe the actions to be taken by a licensee, employee, or agent of the marijuana establishment when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security.

(d) A marijuana establishment shall use commercial grade, nonresidential door locks on all exterior entry points to the licensed premises.

A compliant security system has been installed in the shop by Valkyrie Securities. Should an emergency arise, Larry, the owner, can be reached at 907 841-2255. Our security system includes an alarm system, that if activated, will sound an alarm from tampering with both exterior doors, as well as the interior door to the storage/office. The alarm box is next to the exterior door in the office. To activate the alarm, type in #2. Please make sure the alarm is activated before the last employee leaves the shop. You have one minute to leave the store after activation or the alarm will go off.

To deactivate the alarm, the first employee to the shop has limited time (30 seconds) to deactivate the alarm after entry. This is done by entering 8155-1, then repeat. This will deactivate and cancel the alarm should it go off for any reason.

There is also a silent alarm or panic button on the side of the POS station. Please familiarize yourself with this location. Pushing this button, God forbid it is needed, will silently send an alarm to law

enforcement of an active robbery or at lest a call for immediate assistance. Should you ever feel your personal safety is at risk, discreetly push the button if you are able. You will not hear the alarm but it is there for your protection should any emergency arise that requires immediate notification and request for assistance by law enforcement.

3 AAC 306. 720. Video surveillance.

(a) A marijuana establishment shall install and maintain a video surveillance and camera recording system as provided in this section. The video system must cover

(1) each restricted access area and each entrance to a restricted access area within the licensed premises;

(2) each entrance to the exterior of the licensed premises; and

(3) each point-of-sale area.

(b) At a marijuana establishment, a required video camera must be placed in a way that produces a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises. Both the interior and the exterior of each entrance to the facility must be recorded by a video camera.

(c) Any area where marijuana is grown, cured, or manufactured, or where marijuana waste is destroyed, must have a camera placement in the room facing the primary entry door, and in adequate fixed positions, at a height that will provide a clear, unobstructed view of the regular activity without a sight blockage from lighting hoods, fixtures, or other equipment, in order to allow for the clear and certain identification of any person and activity in the area at all times.

(d) Surveillance recording equipment and video surveillance records must be housed in a locked and secure area or in a lock box, cabinet, closet or other secure area that is accessible only to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including a peace officer or an agent of the board. A marijuana establishment may use an offsite monitoring service and offsite storage of video surveillance records if security

requirements at the offsite facility are at]east as strict as onsite security requirements as described in this section.

(e) Each surveillance recording must be preserved for a minimum of 40 days, in a format that can be easily accessed for viewing. All recorded images must clearly and accurately display the time and date, and must be archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated. After 40 days, a marijuana establishment may erase video recordings, unless the licensee knows or should know of any pending criminal, civil, or· administrative investigation for which the video recording may contain relevant information.

Our security system also has 24/7 video monitoring. Please notify Brent immediately should you ever observe any malfunction with the monitor in the office. If he is not available, you can always call Larry Clark, the CEO of Valkyrie at the phone number noted above.

We are required to store the video for 40 days and are required to provide copies to industry inspectors. Should anyone request an inspection of the video, the computer for the video surveillance is located in the attic. The ladder is located in the center of the retail area. There is a padlock on the attic door as was required during inspection. Please notify Brent immediately upon any request for video footage or any type of inspection.

3 **AAC 306.725. Inspection of licensed premises.**

(a) A marijuana establishment or an applicant for a marijuana establishment license under this chapter shall, upon request, make the licensed premises or the proposed licensed premises, including any place for storage, available for inspection by the director, an employee

or agent of the board, or an officer charged with the enforcement of this chapter. The board or the director may also request a local fire protection agency or any other state agency with health and safety responsibilities to inspect licensed premises or proposed licensed premises.

(b) Inspection under this section includes inspection of the promises, facilities, qualifications of personnel, methods of operation, business and financial records, marijuana inventory tracking system, policies, and purposes of any marijuana establishment and of any applicant for a marijuana establishment license.

Should anyone come for an inspection, please try to notify Brent immediately. Always be courteous, respectful and professional.

3 AAC 306.740. Waste disposal.

(a) A marijuana establishment shall store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation production, processing, testing, or retail sales, in compliance with applicable federal, state, and local statutes, ordinances, regulations, and other law

(b) Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves a marijuana establishment. Marijuana waste includes

(1) marijuana plant waste, including roots, stalks, leaves, and stems that have not been processed with solvent;

(2) solid marijuana sample plant waste in the possession of a marijuana testing facility; and

(3) other waste as determined by the board.

(c) A marijuana establishment shall

(1) in the marijuana inventory tracking system required under 1196 3 AAC 306.745 COMMERCE, COMMUNITY, AND EE. DEV. 3 AAC 306.745 3 AAC 306. 730, give the board notice not later than three days before making the waste unusable and disposing of it; however, the director may authorize immediate disposal on an emergency basis; and

2) keep a record of the final destination of marijuana waste

made unusable.

(d) Marijuana plant waste must be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other compostable or non-compostable materials. A marijuana establishment may use another method to make marijuana waste unusable if the board approves the method in advance. Material that may be mixed with the marijuana waste includes

(1) compostable materials including food waste, yard waste, vegetable-based grease or oils, or other wastes approved by the board when the mixed material can be used as compost feedstock or in another organic waste method such as an anaerobic digester with approval of any applicable local government entity; or

(2) non-compostable materials including paper waste, cardboard waste, plastic waste, oil, or other wastes approved by the board when the mixed material may be delivered to a permitted solid waste facility, incinerator, or other facility with approval of any applicable local government entity.

(e) If marijuana or a marijuana product is found by, or surrendered to, a law enforcement officer including a peace officer or an airport security officer, the officer may dispose of the marijuana or marijuana product as provided in this section or by any method that is allowed under any applicable local ordinance.

It is anticipated that there will be very little marijuana waste in our shop. The locked cabinet in the office is to be used for any unsellable marijuana until disposal. Any disposal of any product will be done by, or under the supervision of Brent.

3 AAC 306.745. Standardized scales.

A marijuana establishment shall use registered scales in compliance with AS 45. 75.080 (Weights and Measures Act). A marijuana establishment shall (1) maintain registration and inspection reports of scales registered under AS 45. 75.080 and 17 AAC 90.920 - 17 AAC 90.935; and (2) upon request by the board or the director, provide a copy of the registration and inspection reports of the registered scales to the board or the director for review.

A complaint scale will be in the office. All transportation, weighing and entry of inventory into METRC will be done under the direct supervision of Brent. Do not weigh any marijuana with any other scale than those provided in the store. When handling product, please use gloves which will be provided for your use.

3 AAC 306. 750. Transportation.

(a) A marijuana establishment shall transport marijuana as follows:

(1) a marijuana cultivation facility may transport marijuana to another marijuana cultivation facility, a marijuana product manufacturing facility, a marijuana testing facility, or a retail marijuana store;

(2) a marijuana product manufacturing facility may transport a marijuana product to another marijuana product manufacturing facility, a marijuana testing facility, or a marijuana retail store;

(3) a marijuana testing facility may transport marijuana or a marijuana product to the facility from which it received the marijuana or another marijuana testing facility;

(4) a retail marijuana store may transport marijuana or a marijuana product to another retail marijuana store.

(b) A marijuana establishment from which a shipment of marijuana or marijuana product originates is responsible for preparing, packaging, and securing the marijuana or marijuana product during shipment, for recording the transfer in the marijuana inventory tracking system, and for preparing the transport manifest. An individual transporting marijuana in compliance with this section shall have a marijuana hanndler permit required under 3 AAC 306. 700.

(c) When marijuana or a marijuana product is transported, the marijuana establishment .that originates the transport shall use the marijuana inventory tracking system to record the type, amount and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model. and license plate number of the transporting vehicle. A

complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times.

(d) During transport. the marijuana or marijuana product must be in a sealed package or container and in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product. The sealed package may not be opened during transport. A vehicle transporting marijuana, or a marijuana product must travel directly from the shipping marijuana establishment to the receiving marijuana establishment and may not make unnecessary stops in between except to deliver or pick up marijuana or a marijuana product at another licensed marijuana establishment.

(e) When a marijuana establishment receives marijuana, or a marijuana product transported in compliance with this section, the recipient of the shipment shall use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received. The recipient shall refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

(f) A marijuana establishment shall keep records of all marijuana or marijuana products shipped from or received at that marijuana establishment as required under 3 AAC 306.755.

Although any transportation necessary will be conducted under the direct supervision of Brent, it would be helpful to know the regulations so they have been included here.

SAFETY

The safety of employees as well as patrons are of utmost importance. Remember, all activity in the shop is being recorded and the video saved. There are two cameras on the outside corners of the

shop, as well as on the ceiling of the retail area and storage room. Please report any suspicious activity or behavior to Brent Carse. Also, be aware that the regulations provide that you can refuse to sell marijuana to anyone provided it is without discrimination because of sex, physical or mental disability, marital status, changes in marital status, pregnancy, parenthood, race, religion, color, or national origin. You are prohibited from selling marijuana to an intoxicated person.

We are also required to take steps to eliminate loitering. Under no circumstances can anyone consume marijuana on our premises, or in the park behind the building. Additionally, consumption is illegal in a federal or state park.

Please, please, please ask any questions you may have in your review of these regulations. I'm sure these current regulations will be changed and modified in the future and we will inform you of any changes.

Once again, welcome to The Herbal Cache and this exciting new industry!!

I have reviewed the Employee Manual for The Herbal Cache and the regulations contained therein and have asked all pertinent questions relating thereto.

_____ _____

Date Employee